

# LATE BUSINESS OR TRAVEL EXPENSE REIMBURSEMENT

## SUBMITTED OVER 60 DAYS:

The University of Missouri's accountable plan allows non-taxable reimbursements of business expenses when they are documented and submitted within 60 days of the expense or end of the trip. For more information about the accountable plan please refer to [BPM 218](#).

When an expense report is submitted over 60 days from the last day of the trip, or the date on the receipt of the expense, the employee's report will be "flagged" and become taxable compensation

## Create Expense Report

The screenshot shows the 'Create Expense Report' interface. At the top, there are tabs for 'Business Expenses' and 'Non-Travel Expenses'. Below the tabs, there are fields for 'Report Description' (Office Supplies), 'Reference', and 'Attachments'. A section titled 'Expenses' contains a table with the following columns: 'Description', 'Date', and 'Expense Type'. The first row in the table has '10/21/2014' in the 'Date' column, which is highlighted with a red rectangular box. Other visible text includes 'Expand All', 'Collapse All', 'Add', 'My Wallet (1)', 'Quick Fill', 'Billing Type: In State - Do', and 'Receipt Split'.

When the employee enters an expense report that is over 60 days, he/she will receive the following message upon "submitting" the expense report for approvals:

## Expense Report Line Errors

The screenshot shows an error message with a green arrow icon. The text reads: 'Please enter or update the following information: Older Transaction. An explanation for the expense line older than 60 days is required. Explain why.' At the bottom right of the message box, there is a 'Return' button.

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